



Office of Congressman Geoff Davis

Internship Application

**Washington, D.C., Office
Ft. Mitchell District Office
Ashland Field Office
La Grange Field Office
Maysville Field Office
Williamstown Field Office**

The Details

Who: Students enrolled in college and graduate school, with preference given to constituents from the Fourth Congressional District.

What: An unpaid internship with Congressman Davis' office for students who are interested in gaining hands-on experience in a Congressional office.

When: Internships are available for the Spring, Summer and Fall semesters. Internships in the district require a maximum of 10 hours per week; Internships in Washington, D.C., are both part and full-time.

Where: Washington, D.C., and the district offices in Ft. Mitchell, La Grange, Williamstown, Maysville and Ashland.

Why: To gain valuable experience while learning the inner-workings of a Congressional office first-hand.

How: Mail a completed application to our Ft. Mitchell office, c/o the Intern Coordinator. After review, finalists may be asked to interview. There is no application deadline, but there are a limited number of intern positions available at any given time.

Past Intern Experiences

“The time I spent interning in Congressman Davis’ office really helped me grasp the workings of the House of Representatives, and allowed me to get a glimpse of constituent involvement in government. My internship will greatly help me in my future studies of political science.”

Seth Cutter (American University, Spring 2007 Intern)

“Interning for Congressman Geoff Davis gave me a first person view of the ins and outs of the Federal Government and just how things get done for ordinary citizens everyday.”

Barry Dunn (Lindsey Wilson College, Fall 2005 Intern)

Activities

Congressional Leadership Program

Legislative Research

Service Academy Day

Constituent Correspondence

Traveling Office Hours

Administrative Work

Office of Congressman Geoff Davis

Internship Program

Name: _____

Date: _____

Contact Information:

Permanent Address: _____

Home or Cell Phone: _____

E-Mail Address _____

Parents Names _____

Personal Information:

Name of School: _____

Major: _____ Minor: _____

Current G.P.A. _____

Will your internship be applied toward degree requirements for college? _____

Please List Three References:

Name: _____ Relation to you: _____

Address: _____

Phone: _____

Name: _____ Relation to you: _____

Address: _____

Phone: _____

Name: _____ Relation to you: _____

Address: _____

Phone: _____

Which internship period are you currently applying for?

() Fall () Spring () Summer

Availability: Start Date: _____ End Date: _____

Preferred internship Location:

- () Washington, D.C., Office
- () Fort Mitchell District Office
- () Ashland Field Office
- () La Grange Field Office
- () Maysville Field Office
- () Williamston Field Office

Additional Requirements:

1. A cover letter explaining your interest in an internship with the Office of Congressman Geoff Davis; and
2. A resume.

In accordance with the Rules of the House of Representatives, please review the following and sign below:

“A volunteer should be required, in advance and in writing, to serve without compensation and to not make any future claim for payment, and acknowledge that the voluntary service does not constitute House employment.”

“Volunteers...should be made aware of the implications of their activities have for the Member in whose office they work... although not House employees, they will conduct themselves in a manner which reflects credibility on the House.”

By signing below, you agree to these provisions.

Signature _____ Date _____

Please complete the application and return it to:

The Honorable Geoff Davis
Attn: Congressional Internship Coordinator
277 Buttermilk Pike
Ft. Mitchell, KY 41017